

12. REVIEW

STANDARD 12.1

The Washoe County Sheriff's Office (WCSO) DNA Section conducts and documents administrative, CODIS, and technical reviews of all DNA case files and reports to ensure conclusions and supporting data are reasonable and within the constraints of scientific knowledge.

12.1.1 An individual conducting technical reviews shall be an employee or contract employee who is or has been an analyst qualified in the technology and methodology being reviewed. See DOC ID [1803](#) for additional technical reviewer requirements.

12.1.2 An individual conducting CODIS and technical reviews only shall participate in semi-annual external proficiency testing in data interpretation in accordance with Standard 13.1.

12.1.3 A CODIS review shall include the following elements:

12.1.3.1 A review of all notes, worksheets, and electropherograms supporting the results

12.1.3.2 A review of all DNA types to verify that they are supported by the data.

12.1.3.3 A review of all controls (including controls for re-worked samples), internal lane standards, and allelic ladders to verify that the expected results were obtained.

12.1.3.4 Verification of sample eligibility into CODIS and appropriate specimen category. The reasons for sample eligibility will be documented in the case package and will include: non-suspect elimination, the location of the evidence and if needed why the location of the evidence is relevant to the case, and why the evidence is believed to be associated with a suspect. Documentation may be in the form of a case synopsis, email, or documented conversation(s) with the requestor.

12.1.3.5 Upon completion of a CODIS review, the reviewer will complete the CODIS review portion of the review checklist (refer to DNA Procedure Manual).

STANDARD 12.2

Prior to submitting a case package for review, the analyst will review their entire case package as they would during a technical review. The analyst will utilize a duplicate of the table in the case packet to mark each allele as reviewed. The analyst will provide a duplicate table to the technical reviewer for their review.

Document ID	Revision	Approval	Date Published
1818	16	Supervising Criminalist - Biology	2/28/2019 11:08:59 AM

The entire case package can be technically reviewed by a second qualified examiner after the report is written or portions of the case package may be technically reviewed prior to the report being written or prior to some parts of the DNA analysis process being completed (e.g. during a DNA batch technical review or during a pre-amplification technical review). Obtaining a DNA batch technical review is optional and not a requirement. A pre-amplification technical review is required for all casework with the exception of rush and overtime cases performed after normal business hours or on a weekend. In addition, offender sample processing is exempt from this pre-amplification technical review requirement. If a case package has had a DNA batch and/or pre-amplification technical review completed, the final technical reviewer is not responsible for reviewing anything that has already been technically reviewed as part of these processes.

The technical review of a DNA case file will include at least the following elements:

- 12.2.1 A review of all case notes, worksheets, raw data, injection times, and printed electropherograms.
- 12.2.2 A review of all DNA profiles in the table to verify that they are supported by the electropherograms. To assist in this review, the technical reviewer will utilize a duplicate of the table in the case packet to mark each allele as reviewed. This table will then be discarded by the administrative reviewer.
- 12.2.3 A review of all DNA profiles to verify correct inclusions and exclusions (if applicable) as well as a review of any inconclusive result for compliance with interpretation guidelines.
- 12.2.4 A review of all controls (including controls for re-worked samples), internal size standards and allelic ladders to verify that the expected results were obtained.
- 12.2.5 A review of statistical analysis, if applicable.
- 12.2.6 A review of the final report's content to verify that the results/conclusions are supported by the data. The report shall address each tested item or its probative fraction.
- 12.2.7 Verification that all profiles entered into CODIS were eligible, have the correct DNA types, associated controls, allelic ladders, and specimen category.
- 12.2.8 For database analysis the reviewer must review the supporting administrative documentation and correspondence for clerical errors, the individual's biographical data, qualifying offense, and DNA profile generated from re-analysis.
- 12.2.9 The reviewer will fill out the technical review sheet, scan the report appropriately into the LIMS system, and initial the technical review on the face of the submission sheet.

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12.2.10 A review of all the reagent lot numbers and expiration dates.

12.2.11 A review of all epMotion logs, if applicable, to verify the date, number of samples, correct program, and successful completion of the program.

12.2.12 A review of all DNA analysis workbook calculations.

The technical review of database samples is covered in DOC ID [11380](#).

STANDARD 12.3

The administrative review shall include the following elements, any or all of which may be included within the technical review:

12.3.1 A review of the case file and final report for clerical errors and that information specified in Standard 11.2 is present and accurate.

12.3.2 A review of chain of custody and disposition of evidence.

12.3.3 The reviewer will scan the report appropriately into the LIMS system and document the administrative review on the face of the submission sheet.

STANDARD 12.4

Any unresolved administrative discrepancies will be referred to the Division Director; refer to the WCSO Division Quality Assurance Manual.

STANDARD 12.5

The DNA Technical Leader has final decision on any unresolved technical issues.

STANDARD 12.6

Refer to the CODIS policies and procedures for the verification and resolution of database matches.

STANDARD 12.7

Refer to the WCSO Division Quality Assurance Manual for a program that documents the annual monitoring of the testimony of each analyst.

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